



SOLID WASTE/RECYCLING SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the work of crews involved in refuse and recycling collection and disposal, and field maintenance activities.

Supervision Received and Exercised:

Receives direction from a Solid Waste Services Administrator or other supervisory or management staff.

Exercises direct supervision over assigned staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise and review the work of staff involved in refuse and recycling collection and disposal, container repair, fleet washing, and/or field maintenance work relating to alley collection.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for work procedures; implement policies and procedures that facilitate a healthy and productive work environment for staff; supervise, plan and monitor safety activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Participate in preparation of the section budget; monitor and control expenditures.

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- Assist in the preparation of bid specifications on refuse containers and solid waste collection vehicles and equipment; inspect, test, and evaluate incoming supplies and equipment.
- Enforce City regulations on proper waste disposal and legal dumping, may coordinate the inspection and permitting of private sanitation services for legal operation by the City.
- Resolve complaints and requests for service from the general public and commercial customers; responds to, and addresses accidents, property damage claims, and recommend corrective actions as necessary to resolve issue.
- Coordinate section activities with other divisions, other city departments and with outside agencies; may monitor various contracts for the City.
- Operate equipment as required utilizing proper safety precautions related to all work performed.
- Maintain accurate records of work performed, materials and equipment used, and associated work; requisition supplies and materials; may assist in the billing and reconciliation of solid waste billing accounts.
- Perform related duties as assigned

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in solid waste operations; construction operations, large truck delivery/equipment scheduling or operations; or a closely related field, including one year of lead responsibility or monitoring the work of contractors.

Training:

Equivalent to completion of the twelfth grade supplemented by additional coursework relevant to area of specialization. Requires ability to read and write at a level necessary for satisfactory job performance.

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Licenses/Certifications:

Possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 8980

Salary Range: 31

FLSA: Non-Exempt